

Position Title:	Internal Control & Operational Risk Leader
Reporting To:	Regional Compliance Manager & Chief Audit and Compliance Officer
Supervises:	Operational Risk & Compliance Local Officers Groups
Location:	México City, México or Nicaragua, Managua (Remotely)
Application Deadline:	June 15, 2018

### About Pro Mujer

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Pro Mujer is a leading women's development organization and a mission-driven social enterprise that harnesses the power of innovation to drive transformative, sustainable ideas to scale. Pro Mujer empowers women to realize their full potential and delivers vital services that help women lift themselves out of scarcity, run successful businesses, invest in their own wellbeing, and uplift their families and communities. Today, Pro Mujer serves nearly 300,000 women in Argentina, Bolivia, Mexico, Nicaragua, and Peru and employs over 1,800 dedicated people across Latin America and the US.

Since 1990, Pro Mujer has disbursed more than US\$3 billion in small loans and provided business and empowerment training, and preventative, primary and reproductive health care to millions of women and their families in Latin America, transforming lives and communities.

### Scope of Work

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The organization is seeking an Internal Control & Operational Risk Leader to support the risk management and internal control functions throughout US and Latin America. The Internal Control & Operational Risk Leader will coordinate and develop the assessment, implementation and management of internal control framework based on the international methodology (COSO-ERM) throughout US and Latin America (where Pro Mujer has presence). As part of her/his responsibilities in this position, the Internal Control & Operational Risk Leader will help oversight the internal control framework, suggest activities to enhance the design and effectiveness of controls and develop tools that help the organization to manage the associated risks.

The Internal Control & Operational Risk Leader will report to the Regional Compliance Manager and Chief Audit and Compliance Officer, as well as, participate in meetings interacting with other members of the senior leadership team and the Directors of Country Operations.

From Mexico City or Managua, Nicaragua, he/she will coordinate and monitor the internal control / risk management strategy to the Operational Risk teams distributed across different countries (Argentina, Bolivia, Mexico, Nicaragua, and Peru).

### Responsibilities

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- Gain deep knowledge of Pro Mujer's core and supporting processes along its different business lines and countries (financial and health services).

- Coordinate and/or conduct regional efforts for assessing and implementing the internal control framework: planning, identification of potential risks, documenting, testing for design and effectiveness, reporting & monitoring.
- Compare the organization's internal control structure to the elements of COSO-ERM, develop action plans and coordinate with local management its execution.
- Coordinate and/or develop risk management tools (flowcharts, risk and control matrix, policies & procedures) to transform processes and adopt best practices and at the same suggest changes to help standardize processes along the region.
- Coordinate and support on efforts related with Corporate Governance.
- Coordinate the execution of testing activities to validate the proper design and effectiveness of controls, in consequence, define with local management the action plan and monitor its execution.
- Monitor changes / updates; i) in the organization structure / strategy, ii) in processes, or iii) in the COSO-ERM – internal control and risk management methodology, and coordinate updates to the internal control framework to prevent the materialization of risk in the organization.
- Partner with different functions within the organization to provide risk management and internal control advice to enhance control framework.
- Develop and conduct internal control and risk management training for employees and relevant stakeholders.

## Minimum Qualifications

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- Minimum 4+ years of experience leading and/or coordinating internal audits, internal control and risk management projects under COSO-ERM methodology.
- Bachelor degree in Business Administration, Accounting or Finance. Specific training or diploma in Internal Audit, internal control frameworks and/or COSO-ERM is required.
- Adaptability to different cultural and business environments, international experience working with international blended teams in is a plus
- Experience in multi-service organizations and proven knowledge of financial services core business processes and health services is a plus
- Professional experience leading or participating in projects in Central America or South America is a plus
- Ability to prioritize effectively in a ever-changing environment and work cross-functionally with multiple functions and countries of diverse backgrounds
- Strong interpersonal skills, flexibility, and a collaborative team-oriented problem solving approach are critical
- High degree of professional ethics and attention to detail
- Strong analytical capabilities and excellent verbal and written
- Significant travel within Latin America involved, up to 50%.
- Fluent in English and Spanish

To apply, please submit to [HR@PROMUJER.org](mailto:HR@PROMUJER.org) your resume and a cover letter that outlines your suitability for the role, salary expectations and the name of the site where you heard about the position.

**Any applications sent directly to Pro Mujer staff will NOT be considered.**